



# INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Director General of Audit (Central), Kolkata

8, Kiran Sankar Roy Road, Kolkata-700 001



## PREVIEW OF TENDER

**TENDER REFERENCE No :** Record-I/C/Purchase/ Office Furniture /2023-24 dated 05.06.2023

**DATE OF ISSUE OF TENDER DOCUMENT :** 05.06.2023

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT :** 12.06.2023 at 01.00 pm

**TIME AND DATE OF OPENING OF THE TENDERS:** 12.06.2023 at 02.00pm

**PLACE OF OPENING OF THE TENDERS:** O/o the D.G.A.(C), Kolkata, 8, Kiran Sankar Roy Road,  
G.I.Press Bldg. (East Wing),Kolkata: 700-001

## NOTICE INVITING LIMITED TENDER ENQUIRY FOR SUPPLY OF OFFICE FURNITURE

Office of the Director General of Audit (Central), Kolkata invites sealed quotations for supply of **several furniture as stated below** for office staffs and according to the specifications mentioned in the following table:-

ITEM/MODEL	Quantity Required	Buyback Offer (if any)	Make	Price Range	Technical Specification
Mid Back Chair	33	33 old chairs	Manufacturers like Featherlite, Bombay Safe, Woodsteel, Wipro, HNI Furniture, Damro, Zuari are welcome .	Each chair cost should be within ₹12,000 (incl. GST and all other expenses and charges)	Stated in Annexure -II
Steel Almirah	04	-		Each almirah cost should be within ₹19,000 (incl. GST and all other expenses and charges)	Stated in Annexure-III
05 Drawer Steel Cabinet Storage	01	-		Each Cabinet Storage should cost within ₹18,000 (incl. GST and all other expenses and charges)	Stated in Annexure-IV
Key Board Tray	24	12 old keyboard trays		Each Keyboard Storage should cost within ₹2,000 (incl. GST and all other expenses and charges)	Stated in Annexure-V
3 seat modular workstation with wall cabinet behind	01(Customised Work)	-		Each Workstation should cost within ₹22,000 (incl. GST and all other expenses and charges) and each wall cabinet should cost within ₹25,000([Maximum of 02 wall cabinets would be required)	Stated in Annexure-VI

(i) The aforementioned furniture are required to be supplied in the premises of **Office of the Director General of Audit, Central, Govt. of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001** and as per the detailed general terms and conditions (Annexure-I) and technical specifications against each furniture specified (Annexure-II to Annexure-VI). Bidders should furnish the duly filled tender certificate (Annexure-VII), failing which tender will subject to be cancelled.

(ii) Bidders may quote for any one item or more than one item or all of the items.

(iii) The bidders should quote the buyback value of the items wherever applicable along with the bid price.

(iv) Sealed quotations, super scribed as **"QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE"**, and addressed to the **Deputy Director (Administration), Office of the Director General of Audit (Central), Kolkata-700001**, are invited from prospective bidders and the same must reach latest by 12.06.2023 pm on 01.00 pm by hand/by post in Record-I section/in the tender box located on 1<sup>st</sup> floor of this office.

The Bids shall be opened in this office on 12.06.2023 at 02.00 pm and in the presence of such bidders who may wish to be present. The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

  
Senior Audit Officer/Record

## ANNEXURE-I

### **DETAILED GENERAL TERMS & CONDITIONS FOR ALL CATEGORY OF FURNITURE:-**

1. The Bidder should be registered with the Income Tax, GST and have valid trade license. Supporting documents viz. Copies of GST Registration, Income tax Registration (PAN) shall be required to be submitted with the bid.
2. Bid price should be inclusive of all taxes, levies, delivery charges etc. No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items. Buy back price is to be separately quoted in bidding document.
3. Each paper of bidding document should be signed and stamped by the bidder or by his authorised signatory. The envelope containing the tenders (quotations) should be sealed and super scribed as "QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE".
4. The Bidder shall be having One credential of executing similar nature of work of the minimum of ₹ 25 lakhs (Twenty five lakhs) executed in Govt. departments for similar items (Documentary evidence required. i.e., Purchase order & Completion Certificate if any) within last three years.
5. Bidder/OEM should submit technical specification of their own products and brochure of all the products quoted should mandatorily match with technical specifications. *Further, bidders must submit the sample image and catalogue of the furniture to be supplied conforming to the specification furnished in Annexure-II to Annexure-VI, with the bid. Non submission of this catalogue and sample image will attract rejection of the bid.*
6. Conditional Quotations will not be accepted and bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
7. Bidders should have earlier experience of providing furniture in any office either Central Govt. or State Govt. or Govt. undertaking etc. especially in Kolkata based offices. Proof should be attached.
8. Bidders shall either be OEM or should have OEM authorization certificate or should possess certificate of registered dealership of the OEM. Certificate should be enclosed.
9. The period of validity of the quoted rate should be for a minimum period of 90 days from the date of closing of quotation.
10. Goods if found defective at the time of actual use, must be replaced at once. Hence, all the goods must be covered under a free replacement condition till their actual use.
11. The supplied goods must have warranty for at least 01(One) year.
12. Supply and Installation of all furniture should be made within three weeks from the date of placement of work order to the successful bidder. If the supply and installation is not made three weeks from the work order date, penalty value of 0.5% on total order value for per days delayed will be charged and deducted from total work order.
13. The Bidders with the ISO Specifications viz. ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 will be entertained foremost in any condition.
14. The vendor shall not assign or sub-contract any portion of the contract in any circumstances.
15. Replacement of broken/damaged/unserviceable parts with new spares during the period of installation to be made without any extra cost. Any claim in this regard will not be entertained.
16. In respect of all the participant bidders, it will be understood that they have tendered their bids having being fully agreed upon with the aforesaid clauses.
17. Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email ID/ phone will not be responsibility of the office.
18. The competent authority of O/o the Director General of Audit, Central, Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.

**19. Location of Supply:** All the items will have to be supplied in the premises of the Office of the Director General of Audit, Central, Govt. Of India Press Building, 8, Kiran Shankar Ray Road, Kolkata-700001 and its Resident Audit Offices as per the terms and conditions given herein.

**20. Terms of Payment:** 100% after delivery and verification of items at specified locations thereon. In this regard an E-payment mandate form will be issued by this office. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

**21. The furniture to be bought back (33 old chairs and 12 old keyboard trays) are compulsorily to be taken away by the vendor within 03 days after delivery and installation of the new furniture.**

**22. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.**

  
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## Annexure-II

### REQUIRED TECHNICAL SPECIFICATION OF MID BACK CHAIR

Name of the Item	Specification
<b>Mid Back Chair</b>	<p>The chair must be of Nylon Base Medium Back Mesh (AN 70 Mesh) Chair with Adjustable Lumbar Support with Self Calibrating Multi lock Mechanism &amp; Fabric Upholstered Cushion Seat(Black) with following measurements:-</p> <ul style="list-style-type: none"><li>(i) Seat Depth: Should be around 485 mm</li><li>(ii) Seat Width: Should be around 505 mm</li><li>(iii) Chair Width: Should be around 660mm</li><li>(iv) Chair Depth: Should be around 660 mm</li><li>(v) Minimum Chair Height: Should be around 990</li><li>(vi) Maximum Chair Height: Should be around 1090</li><li>(vii) Minimum Seat Height: Should be around 470</li><li>(viii) Maximum Seat Height: Should be around 570</li><li>(ix) One Way Adjustable Arms (Height)</li><li>(x) Arm Rest Height: Should be between 160-250mm</li><li>(xi) Arm Depth: Should be around 250mm</li><li>(xii) Width (Arm to Arm): Should be around 450 mm</li><li>(xiii) Backrest Height from Seat: Should be around 570mm</li><li>(xiv) Backrest Width: Should be around 425 mm.</li></ul>

  
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### Annexure-III

#### REQUIRED TECHNICAL SPECIFICATION OF STEEL ALMIRAH

Name of the Item	Specification
Steel Almirah	(i)Size of the almirah must be 1980mm(H) x 915mm(W) x 480mm(D) [78"x36"x19"] (ii)Should be with making of 01 vertical partition, 01 locker, 02 nos adjustable shelves. (iii)Doors of almirah must be made of 1mm (18gauge) thick CRCA sheet providing 6 lever double controlled locks (iv)Body of the almirah must be made of 1mm (20gauge) thick CRCA steel sheet.

### Annexure-IV

#### REQUIRED TECHNICAL SPECIFICATION OF 05 DRAWER CABINET STORAGE

Name of the Item	Specification
05 Drawer Cabinet Storage	<b>Filing Cabinet:</b> (i).The steel components should be of 1.1 mm. (ii). Rigid Construction of the cabinet is required as it makes it tougher and of robust use. All its steel components should be welded using oxy-acetylene welding technology which makes its framework of steel supports strongest giving reinforcement to the entire body which ensures smooth movement and stronger structure (iii)Locks used should be our <b>durable and branded</b> for high quality security. (iv). The drawers should be fitted with dual <b>veroscopic channels</b> for a noiseless, ever easy and smooth functioning (v) Drawers should be powder coated paint finished. (vi)Size: 1320 X 470 X 620(D) mm.

### Annexure-V

#### REQUIRED TECHNICAL SPECIFICATION OF KEYBOARD TRAY

Name of the Item	Specification
Key Board Tray	<b>Metal Key Board Tray :</b> (i)The metal key board tray shall be of 700mm Long and 400mm wide and to be fixed with roller with sliding mechanism. (ii)The key board tray is to have Double extension precision ball slide.

  
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## Annexure-VI

### REQUIRED TECHNICAL SPECIFICATION OF THREE SEAT WORKSTATION WITH WALL CABINET BEHIND

Name of the Item	Specification
3 seat workstation with wall cabinet behind	<p><b>Workstation dimension:</b> Workstation surface of size 1200 mm (Tolerance +/- 10 mm) long &amp; 600 mm width.</p> <p><b>Work top &amp; gable ends:</b></p> <p>(i) Work Top shall be at a height of approx. 760 mm from the ground level.</p> <p>(ii) It shall be made of 25mm thick pre laminated MDF (Medium Density Fibre) Board of approved brand and shade.</p> <p>(iii) Bottom shall have a backing laminate of minimum 0.6mm thickness.</p> <p>(iv) All the edges of work surface shall be provided with machine pressed 2mm thick PVC lipping glued with hot melt EVA glue.</p> <p>(v) The table top shall be with light wood colour finish.</p> <p>(vi) Work top to have necessary MS powder coated supports &amp; 25 mm thick pre laminated particle board modesty panel and necessary gable ends with PVC edge banding.</p> <p>(vii) The work surface shall be provided with circular cut out of Diameter 65 mm approx. as per the requirement, for passing of wires.</p> <p>(viii) These cut outs shall be provided with ABS covers.</p> <p><b>CPU Metal Trolley:</b> Supply &amp; Installation of CPU Metal Trolley of following specs.</p> <p><b>Dimension. :</b> 225mm Deep x 295mm Wide (approx.) (C/C of Castors) x 180 mm height. CPU Trolley shall be made of 0.8mm thick CRCA Grade D as per IS:513-1994 powder coated having 4 wheels with casters to move around.</p> <p><b>Metal Key Board Tray:</b></p> <p>(i) The metal key board tray attached with the workstation shall be of 700mm Long and 400mm wide and to be fixed with roller with sliding mechanism.</p> <p>(ii) The key board tray is to have Double extension precision ball slide.</p> <p><b>Two Door Wardrobe behind :</b></p> <p>(i) It will be made up of 18mm thick pre-laminated Pre laminated Particle board conforming to IS 12406 Grade II</p> <p>(ii) Interior of Century make having 2 mm thick PVC edge (Rehau make) band.</p> <p>(iii) The back Panel shall be made out of 9mm thick pre-laminated Pre Laminated particle board board.</p> <p>(iv) There will be 03 nos shelves and making 04 nos compartments</p> <p>(v) Size: 900 W X 600 D X 2100 H.</p>

  
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## Annexure-VII

### Tender Format

To

**The Deputy Director (Administration)  
O/o the Director General of Audit,  
Govt. Of India Press Building (East Wing),  
8, Kiran Sankar Roy Road,  
Kolkata-700 001.**

Sir,

With reference to your tender Notice No. \_\_\_\_\_

dated \_\_\_\_\_ I am to submit my tender for Supply of **33 Midback chairs, 04 Steel Almirah, 01 Five Drawer Cabinet, 24 Keyboard Trays and 01 Customised Three seater workstation with wall cabinet behind against bupack of 33 old chairs and 12 keyboard trays.**

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copy of PAN card
5. Copy of GST Registration Certificate.

Signature-----

Name of Tenderer-----

M/s-----